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# RECORDS MANAGEMENT PROGRAM

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## SURVEY REPORT OF THE

OFFICE OF TRAINING

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PREPARED BY  
Records Management Staff  
Management Staff  
May 28, 1956

**RECORDS MANAGEMENT SURVEY REPORT  
OF THE OFFICE OF TRAINING**

**I. PURPOSE AND SCOPE**

To prepare a records control schedule covering the disposition of all records maintained by the Office of Training.

**II. APPROACH**

At the request of the Office of Training, a records management survey was conducted by [redacted] of the Management Staff. The survey consisted of an item by item inventory of the records holdings in each organizational component of the Office, and obtaining information from responsible administrative and operating officials as to the use and value of each category of records.

Based upon the value of the records placed on them by these officials, evaluation criteria established by the National Archives, and precedents established in other offices of the Agency for similar records a proposed schedule for the timely disposition for each series of records was prepared and submitted to each component for approval. Any difference of opinions was adjusted until everyone was in complete agreement and the signature of the component chief was obtained. The schedule was then submitted to the DTR for approval.

**III. APPLICATION OF APPROVED SCHEDULE**

The OTR schedule, as approved by the Director, has been reviewed by this office and is approved for full application of the disposition instructions contained thereon except for destruction action proposed on certain items. (See list of items attached to the schedule.) Steps are being taken to obtain the necessary legal authorization for those excepted items whereon you will be notified immediately. However, it is pointed out that a schedule only gives legal authority for the destruction and retirement of records and all actions taken under this authority must conform with the existing security regulations of the Agency.

**IV. CONCLUSIONS**

Statistical information developed from the records control schedule shows that the Office of Training has records holdings amounting to 5,643 cubic feet, categorized into 338 separate items or records series. These records occupy filing equipment valued at approximately \$151,610.00 and consist of the types and amounts shown in Exhibit A.

The overall condition of the files throughout the Office of Training is generally good. The records disposal activities of some areas of the Office are exceptionally good in that the files that have no further use or value are promptly destroyed at specified intervals.

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## V. ACCOMPLISHMENTS

During the course of the survey several recommendations were made, accepted and acted upon which resulted in the following:

A. The LETS Student Record Card was developed which combined the information previously contained in three other card files. This action provides an easier reference and a savings in volume and equipment.

B. The use of [redacted] as an intermediate storage area for the inactive records of the [redacted]. Shelving has been erected and action taken by the ARO to retire the records to the vault. By using the vault, a considerable amount of space will be released for active records and will preclude the purchase of additional safes.

C. The intergration of two series of records maintained by the JOI Program concerning the Junior Officer Trainees. The consolidation of the two enables the individual concerned to identify the student and trace his progress, assignments and status while participating in the program.

D. Another consolidation of records of the A & E Staff was made prior to their retirement to the Records Center. These files consist of the source material and assessment reports involved in the assessment of an individual.

E. An estimated 400 cubic feet of non record material was destroyed during the survey. As a result, 8 legal size safe cabinets valued at \$2515.00 were returned to stock and no new safes have been purchased during the past six months.

## VI. RECOMMENDATIONS

Although the primary purpose of the survey was to prepare a Records Control Schedule, other areas of Records Management were observed during the survey where possible improvements could be made. As a result of these observations and a careful analysis of the schedule the following recommendations are submitted for your consideration:

Recommendation No. 1 . - That a study be made for the removal of the Vital Materials Repository from its present location.

The Vital Materials Program is designed to protect those records vital for the continuation of business in an emergency, the present location is considered unsatisfactory. The area has been determined to be in the zone of destruction. It is imperative that immediate action be taken to insure the safety of the records. As an immediate step in the correction of this situation it is suggested that duplicate copies of vital materials now being sent to the OTR Repository also be transmitted to the Agency Vital Materials Repository.

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Recommendation No. 2 - That an OTR notice be prepared outlining the procedures to be followed for the retirement of records and their servicing after retirement.

Detailed instructions should be issued to properly indoctrinate OTR personnel in the procedures established for the retirement and servicing of inactive records. A suggested example of the type of notice to be issued is shown in Exhibit B of this report.

Recommendation No. 3 - That the records of the [redacted] at Headquarters relating to the policy, planning and organizational functions of the base be consolidated and maintained in a centralized location.

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Within the Office of Training are several areas where material of this nature is located. In the best interests of good management and of OTR it is desirable that this material be brought together and placed in an office designated by the Director. This consolidation will result in a complete documentation of the history and organization of the [redacted]

Recommendation No. 4 - That the records control schedule be reviewed annually to effect changes necessary to maintain the current status of the schedule.

The records of an organization reflect the function it performs and as these functions change the schedule must be revised accordingly. New records are often being created that are not covered by the schedule. Records series which have been discontinued and either retired or destroyed should be dropped from the schedule. Retention periods should be reduced on certain items after experience has shown that the items were over evaluated on the initial schedule. Therefore, in order to maintain an active and current records disposition program, the records control schedule must be reviewed annually and brought up to date.

Recommendation No. 5 - That procedures be established for collecting and compiling statistical information to measure the effectiveness of the OTR records disposition program.

In addition to the many intangible benefits derived from a records disposition program, there are substantial accomplishments that can be measured in dollar savings. These savings are easily understood by the operating people as well as the administrator and go a long way in promoting the program. In order to measure the tangible benefits of the OTR program, procedures should be established to collect and compile the following information annually:

- a. Volume (cu.ft.) of records on hand at beginning of reporting period.
- b. Volume (cu.ft.) of records transferred to the Records Center during reporting period.
- c. Volume (cu.ft.) of records transferred to the storage area at the Field Training Base.
- d. Volume (cu.ft.) of records destroyed during the reporting period.
- e. Volume (cu.ft.) of records on hand at end of reporting period.

This information must be collected annually by the Management Staff for use as an aid in measuring and reporting the effectiveness of the Agency Records Management Program.

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**INVENTORY OF FILING EQUIPMENT  
IN THE  
OFFICE OF TRAINING**

**HEADQUARTERS**

	<u>Total Units</u>	<u>Total Cost</u>
2 Dr. legal safe	23	\$ 5,588.31
4 Dr. letter cabinet	3	142.50
4 Dr. legal safe	181	56,906.40
4 Dr. legal cabinet	106	5,655.10
4 Dr. legal safe w/sliding door	2	600.00
5 Dr. safe cabinet	5	1,618.55
5 Dr. legal file cabinet	31	1,956.10
5 Dr. map cabinet	15	487.00
8 Dr. safe cabinet (IBM)	3	1,003.92
10 Dr. safe cabinet	1	350.00
11 Dr. safe cabinet	1	383.00
17 Tray safe kardex	14	5,174.00
5 Tray library tub cabinet	3	450.00
2 Door supply cabinet steel shelving, section bookcase, section	20	715.40
	273	8,190.00
	<u>80</u>	<u>370.00</u>
<b>Sub Total</b>	<b>766</b>	<b>89,590.28</b>

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2 Dr. legal safe	3	728.91
4 Dr. legal safe	168	52,819.00
5 Dr. map cabinet	22	2,124.80
17 Tray safe kardex	13	1,323.00
2 Door supply cabinet	15	536.55
5 Tray library tub cabinet	1	150.00
Steel shelving, section	144	4,320.00
<b>Sub Total</b>	<b>366</b>	<b>62,020.26</b>
<b>TOTAL</b>	<b>1136</b>	<b>\$151,610.54</b>

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Exhibit A

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OFFICE OF TRAINING

NOTICE  
NO. 56

1 May 1956

SUBJECT: Retirement of records to the Agency Records Center and their servicing after retirement

I The instructions outlined below will be followed when retiring OTR records to the Agency Records Center:

A. MATERIAL OTHER THAN TOP SECRET

1. ~~Summaries of~~ the following forms may be obtained from Mr. [redacted] OTR/Area Records Officer (Alcott Hall, Room

a. Form No. 140, Records Retirement Request.

Part I of this form will be completed by the retiring component. An original and three copies will be forwarded to the Area Records Officer.

(1) Job Number. A job number is required for each separate group of records being retired. This number may be obtained from the Area Records Officer.

(2) Description of File Series. Insert a brief description of the records. This description will be taken from the approved records control schedule and will include the schedule and item numbers, record series title and description, and the inclusive date of the records being retired.

b. Form No. 140a, Records Shelf List. The use of this form is optional. It can be used when the retiring component wishes a more detailed listing of the material than is indicated on Form No. 140. When used, it should identify the contents of each container by listing the subject or title of each folder or document contained therein. An original and one copy will be forwarded to the Area Records Officer with Form No. 140.

c. Form No. 14, Records Storage, Box Label. One label should be affixed to the upper left hand corner of the small end of each container. The number of each container and its relation to the total number of containers will be indicated on each label, e.g., 1 of 5, 2 of 5 etc.

2. Corrugated, fiberboard containers, measuring 15" x 12" x 10" will be used for the retirement of legal or letter size records. Each container holds one cubic foot of material, or one half of the contents of a legal size safe drawer. Unassembled containers can be obtained from the OTR Area Records Officer.

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3. Records should be placed in the containers in the same order in which they were maintained and arranged in the file cabinets. Do not pack the containers too tightly.

4. Arrangements for the shipment of the containers will be made through the OTR Area Records Officer.

**B. TOP SECRET MATERIAL**

1. Top Secret material in OTR normally will not be retired to the Agency Records Center. In those cases where it is necessary or desirable to retire Top Secret material which is intergrated with material of a lower classification in a file series, special arrangements will be made with the OTR Area Records Officer.

2. The normal procedure for retiring Top Secret material will be to prepare the material in accordance with Top Secret Control Procedures and forward it to the OTR Top Secret Control Officer.

**II Requesting Service or information from the Agency Records Center about a document can be expedited by observing the following procedures:**

A. ROUTINE REQUESTS. Use Form 490, Records Center Service Request for all routine requests for documents from the Records Center. Follow the instructions on the form and send to the Area Records Officer for transmission to the Records Center. Routine Requests are serviced promptly and documents are normally supplied within twenty-four hours.

B. URGENT REQUESTS. If documents at the Records Center are needed within a few hours, special service is available to handle urgent requests. Call [redacted] and furnish the Area Records Officer with the same information as requested on Form 490. This information will be relayed to the Records Center and the documents will be forwarded as soon as possible. Expediting this type of request places extra demands on courier personnel, center personnel and the communication system, so it is desirable that this procedure be used only when need for documents is urgent.

C. INFORMATIONAL REQUESTS. When a requester wants information from or about a document in the Records Center forward the request on Form 490 or call [redacted] depending on the urgency of the request.

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